



Dear Parents and Guardians,

Welcome to Chatham Christian School!

Do you ever wonder what the difference is between schools, or if there even is a difference? Really, aren't they all just the same? You have school choice in Ontario - public school, Catholic school (public), homeschooling and independent faith-based schooling like Chatham Christian. We would say all schools are not created equal! Two key components make great schools: *the vision and the people*.

### **Vision**

Our vision is *to provide vibrant and dynamic educational experiences for each student for God's glory*. This vision is pretty straightforward and could even be said more simply. God calls us to provide a great school day for all students multiplied by 190 days. This is why we exist. It's pretty easy, our school does not exist to employ teachers, make money or create a name for ourselves. The school is Christ-centred and student- focused and that makes all the difference in the world!

Our school is not a factory. Our school is not a prison. Our school is not designed for adults. Our school is not stuck in 1990. Our school is not part of the public bureaucracy. Our school is not neutral philosophically. Our school is not a collection of individuals.

Our school is unique for each student. Our school trusts students and builds capacity in them. Our school is designed for students. Our school is progressive in its practices for students. Our school is independent which allows us to be nimble and creative for students. Our school understands teacher-to-student relationships are powerful. Our school is a community.

### **People**

Without the right people, in the right spots, our school would be dysfunctional and unable to carry out our vision. Thankfully, we have staff members who take their role seriously but also joyfully! We have the opportunity to work with students every day and be a significant part of their growth - academically, spiritually, emotionally - which is a blessing!

Our staff members have thought out what vibrancy looks like for their classroom. Our staff members have designed learning experiences to reach all students. We will continue to have staff grow in this area and hire staff members with this philosophy.

Our community is supportive as we partner together in their children's education. Our community is diverse, but we are united in our commitment to this vision. Our community has a direct impact on how the school operates and as it sets its future direction.

This handbook helps to share with you about who we are and how we go about our days at school. We encourage you to read through it and store it for future reference; we hope it is useful! Feel free to reach out if you have any questions or concerns.

Welcome to our school, to its vision, its people and its community; we look forward to amazing experiences together!



Ken VanMinnen  
Principal  
Chatham Christian School

Dear Students:

I am so excited you're here! Over my years here at CCHS I have seen this school transformed. You will be loved, you will be challenged, but most importantly of all, you will be known. The staff here at CCHS are fully invested in your growth and well-being. Our teachers are here to serve you, and committed to your success. Doors are always open, and I encourage you to step out of your comfort zone and make life-changing relationships with your teachers!

Here at CCHS we pride ourselves on our desire to have a 'yes culture'. Simply put, if you can dream it, we'll do everything within our power to support your ideas and make it happen. Whether that be math competitions, or hosting spirit days, or heading to choral festival, or taking courses abroad, we will work with you to make it happen. While we may be a small school, it gives us the power to create a unique path for you, and adapt to your interests.

Third period is another unique thing that CCHS offers- you have the opportunity to try something new, or to do something you already enjoy, but in the time you're already at school! Teachers are always looking for more student interest ideas, and again, we'd love to make your ideas happen! From changing tires, mudding a wall, or playing an instrument, to performing in a drama, or planning a yearbook, Third period is designed for your interests to be fostered.

If you're still with me after all those words, I want you to know I am excited to meet YOU! Students are what give me the energy to get up and do what I do every day, and I hope you fall in love with CCHS the same way I have.



-Mrs. Bergsma

[Vice-Principal]

A message from student council:

High school is a time to get involved! It helps you get to know new people and create amazing memories. By jumping into activities, dressing up and being 'all in' with your school community your experience at CCHS will be completely changed for the better. You form a positive environment around yourself where you can learn and have fun. Get involved, join a sport, or a club, show up in a costume and smile!

These are amazing memories you will have for a lifetime.  
Welcome to our school!

Student Council Presidents

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# PARENT HANDBOOK

Chatham Christian High School [9-12]

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This handbook, along with more detailed information can be found at: [www.chathamchristian.ca](http://www.chathamchristian.ca)

## THE SCHOOL DAY

Instructional Day (Daily Schedule):

<b>AM</b>	8:30	Students are able to come inside
	8:40	Warning Bell-head to class
	8:45-10:05	Announcements, Devotions & Period 1 begin
	10:10-11:25	Period 2
	11:25-11:55	Lunch
<b>PM</b>	12:00-12:40	Period 3 *
	12:45-2:00	Period 4
	2:05-3:20	Period 5
	3:25	Buses leave

\* Tuesdays Period 3 is Chapel time

\* Thursdays Period 3 is an extended lunch

## SCHOOL CALENDAR

Chatham Christian School provides a calendar of major school events at the start of each school year. A copy of this calendar is linked to each published newsletter and online on our website. In addition, a **Save the Date Card** is sent home each fall for your convenience. Please write the important and relevant dates in your family calendar.

## OFFICE INFORMATION

**OFFICE HOURS:** 8:30 a.m. – 3:30 p.m.

**OFFICE PHONE NUMBER:** 519.352.4980

**OFFICE EMAIL:** [office@chathamchristian.ca](mailto:office@chathamchristian.ca)

**SCHOOL WEBSITE:** [www.chathamchristian.ca](http://www.chathamchristian.ca)

**CHANGE OF ADDRESS:** Any change of address, telephone number, work location / phone number or e-mail address should be reported to the office as soon as possible. It is important that the office receives updated information promptly. Please send the updated information to [office@chathamchristian.ca](mailto:office@chathamchristian.ca).

## STUDENT LIFE

### ATTENDANCE AND ABSENCE

**ATTENDANCE:** Daily attendance is mandatory in Grades 9-12. Remember that a missed school day means that the student is missing an opportunity to learn. Attendance is taken in each class of the day. Parents must contact the office if a student is missing class time.

**Online option:** If a student needs to stay home, there is an online option available. When parents contact the office for attendance, they should signify whether or not the students are going to be online. Teachers will open a GoogleMeet for each class, and students who participate online will be marked as present.

**MORNING ARRIVAL:** Students are welcome in the building upon arrival. Students may be in the locker area or the student lounge to get ready for the day. Heading to class early is always an option. A warning bell will ring at 8:40 am and students are required to be in their seats to start the day at 8:45 am.

**LATE ARRIVAL:** Students who are late must have parental contact with the office, or the late will count as 'unexcused'. This is true of each period of the day, so students must be disciplined about getting to each class on time. If no contact is made, the missed time will count as an 'unexcused late' or truancy (skip), which will result in detention time. Detentions are served as a repayment of time missed. A skip is an automatic detention, and 3 'unexcused lates' equal one detention. If the problem persists, further action will be decided upon by the administration. Detentions are served in room 111 on Fridays from 11:30-11:55; lunches are permitted, but it is an electronics-free zone.

**SAFE ARRIVAL PROCEDURE:** This policy is designed to help ensure the safety of our students. Parental cooperation is required for this important procedure.

Parents are to email [absent@chathamchristian.ca](mailto:absent@chathamchristian.ca) (or [office@chathamchristian.ca](mailto:office@chathamchristian.ca)) or call the school office at 519-352-4980 before 8:45 am if their child is absent for the day and to explain why the child is not at school. You may leave a message if the phone line is busy.

If the parent has not e-mailed or phoned the school and the student arrives after the 8:45 bell, the student **must** report to the office to inform the office staff that the student has arrived safely.

When any student is not in attendance at school and has not been accounted for by a parental email or phone call, the office will attempt to contact the parents.

In cases where parents do not comply with the Safe Arrival Policy on more than one occasion, the school will send a reminder email explaining the procedure. Not following the procedures outlined may result in a lack of safety for students.

**EARLY or APPOINTMENT PICK UP:** A student who is to leave school earlier than the regular dismissal time, or for a brief time during the school day, is required to have a note [or email] from their parent or guardian, and students must sign out at the office.

## ABSENCES

- Excused Absences: Students will be excused from school because of illness, to attend doctor or dentist appointments, funerals, or music lessons (maximum 45 minutes/week). Parents must contact the school by phone or e-mail ([absent@chathamchristian.ca](mailto:absent@chathamchristian.ca)) to explain the absence. Teachers will provide lesson plans and material if necessary. Parents are expected to assist the teacher in helping the student catch up. Missed tests may be made up within a reasonable amount of time.
- Unexcused Absences: Students are responsible for making contact with each of their teachers to ensure success. Detentions will be given for truancy. At the beginning of semester, each teacher will set out their expectations in the course syllabus. Students should refer to this as their guide in approaching teachers.
- School Events: Christmas Programs, Concerts, Celebration of Learning and other special school events are important activities. Students are expected to attend. The excused and unexcused absence policy will apply.

## SCHOOL CANCELLATION & CLOSURE

The school uses our website ([www.chathamchristian.ca](http://www.chathamchristian.ca)), Facebook and Remind to announce when school or buses are cancelled, or when there is an emergency school closure or other urgent announcement.

School or bus cancellation or emergency school closure announcements will be made by 6:30 am using these platforms.

Afternoon bus cancellation, early closing due to weather, emergency school closure or other urgent announcements that occur during the school day will be made using Remind and Facebook. Staff will remain in school so long as children are present.

Although it is very rare for early dismissal to happen, parents and students should make an "early dismissal plan" in advance so that students know where to go and who will care for them in the event of an emergency closing.

In cases where students are to be sent home early because of severe weather conditions or other emergency (i.e. extended power outage), BUSSES will not run. Students will need to be picked up at school by a parent or guardian.

High school students who have driven to school will still need to sign out of the office before they leave in a school closure situation.

In case of bus cancellation, generally any field trips will automatically be cancelled as well and all after-school and evening activities are also cancelled, unless otherwise noted.

**If school is not cancelled, students should make a reasonable effort to attend classes.** Teachers will continue with regular class activities unless school is cancelled. Students should attend in person, but the online option will be available.

## ANNOUNCEMENTS

Announcements will be read over the PA system every morning. If students would like an announcement for their event or activity added to the list, they may talk to any teacher, administration, or the school secretary. If students miss the announcements, they make check with the same people, or with the student council ministers of communication.

## BUILDING AND GROUNDS

Students are required to care for school property and to treat the building and grounds with respect. Any damage which students do to school property will be charged to their parents. This includes but is not limited to course-required readings (textbooks and literature), lockers, gym equipment and instruments. Shared spaces are not meant for the storing of personal belongings. This includes locker rooms or lounges.

Smoking, vaping and alcohol will not be tolerated on school property.

## BICYCLES

Students should move slowly and safely through high-traffic areas. No entrances/exits to the building should be blocked, and bikes are not permitted inside the building. Bike racks have been moved to a highly visible area right outside the HS lounge, and, with a proper lock, theft has no longer been a problem.

## CHROMEBOOKS

Chatham Christian has set up an arrangement where each family will be given a \$150 credit to put towards buying a Chromebook (or laptop) of the family's choice. A basic Chromebook is sufficient, and what is needed to be considered ready for class, but you may use the money toward your choice. Please have the device prepared for the first day of school, with students prepared to have it ready, and charged for each class of the day.



## COUPLES AND GUESTS

We welcome visitors to Chatham Christian. All guests of students are expected to request permission from the office and their classroom teachers prior to bringing guests into the school. Visitors must sign in at the office. If you are a couple, students should refrain from physical displays of affection while in the building. The same standard is held for couples where both individuals are CCHS students.

## DRESS CODE | UNIFORMS

The dress code at CCS is based on Christian standards of modesty and neatness. All students are to wear uniform clothing for all classes and, unless otherwise specified, on field trips. All uniform clothing must be worn as designed. Clothing must be clean, non-transparent, size appropriate (not too tight or too large) and in good repair. The school logo must be visible on polo shirts, hoodies, jumpers and sweaters. Uniform checks are completed each period of the day; students not in appropriate uniform clothing may be sent to the office where appropriate clothing will be provided for the day. If the problem persists, detentions will be served.

Uniforms should be worn to arrive at school, and also until a student is leaving for the day, unless there is a reason to change (i.e. sports practice).

In general, uniform clothing for Grades 9-12 should fit in the following guidelines:

### BOYS

Bottoms: pants or shorts (black, khaki or grey)

Tops: White polos or Oxford shirts, black polos, and hoodies (black, grey, purple).

### GIRLS

Bottoms: pants, shorts, skirts, capris (black, khaki or grey)

Tops: White polos or blouses, black polos, and hoodies (black, grey, orange, purple).

Shoes: Footwear is according to student choice, but shoes or sandals must be worn at all times. Different requirements are also class specific.

Gym shoes must be **non-marking**.

## DRESS DOWN DAYS

Students will be expected to comply with the following guidelines regarding dress:

- Students are to dress in a neat and clean fashion.
- Clothing should demonstrate respect for one's sexuality. Immodest clothing can include excessively tight, overly revealing, low cut, has rips or tears above the knee or reveals undergarments, shorts or skirts worn higher than 4 inches above the knee.
- Clothing to NOT wear to school: sleepwear (including blankets), leggings, yoga wear, tank tops, spaghetti straps, sleeveless tops, spandex shorts or pants hanging too low off the waist
- Messages printed on shirts should be uplifting and positive. We do not want to be suggestive or offensive.
- All tops must cover the shoulders, and must overlap the waistband of the pants, shorts or skirts.
- Shorts or skirts must be no more than 4" above the knee.

A more detailed outline of the uniform expectations at CCS can be found linked to each family newsletter, and online at our website.

\*All questions related to uniform clothing may be directed to [clothing@chathamchristian.ca](mailto:clothing@chathamchristian.ca)\*

## ELECTRONICS

Students may not use any of the following items in class: cell phones, hand-held games or any personal electronic devices. High school students may check their phones at lunch or on break, but detentions will be

given for any phone use in class. They distract from the learning environment. Pocket language translators may be used at school, but only for translation purposes and when permitted by the teacher.

### **FACEBOOK | SOCIAL MEDIA**

Members of the school community are encouraged to 'like' our school page, Chatham Christian School, on Facebook. The school regularly posts school happenings, reminders and important notices about school cancellations and/or bus delays. For day-to-day activities, Instagram is also an option using: @ccsflames or @chathamchristianschool.

### **FIELD TRIPS**

Field trips are intended to support and enhance the learning experience of students. As a learning experience, students are expected to attend field trips unless there are valid concerns that have been expressed to the organizing teacher and an exception has been made that all parties are made aware of well in advance of the trip date.

Occasionally, parents are needed to help chaperone. Please note that any parents intending to chaperone, (and be responsible for additional students other than their own), are required to have an up-to-date police check on file with the school office. In addition, parents who have volunteered as chaperones may not also be responsible for younger siblings/toddlers/babies while on the trip. All chaperone fees will be covered by the school; however, if a parent wants to attend but no additional chaperones are needed their fees will not be covered by the school.

Student Drivers are sometimes used. Before students can get in a car with a fellow student for a field trip or class activity, they will need written or verbal consent from the parents that they will allow their child to travel with a student driver. Please see the section "Student Drivers" for more specifics.

### **G.I.F.T.S. (Getting Involved for the Students)**

Please contact the office for the most up to date need for volunteers. This is a program where we connect your skills with volunteer opportunities to bless our CCS community.

### **GUARDIANSHIP**

Chatham Christian School has a policy in place to help separated and divorced parents manage their children's schooling effectively. Whenever custody orders are issued, it is critical that the school office receive a photocopy and these orders will guide the staff with regards to newsletters, report cards, and similar issues.

### **ILLNESS AND INJURY AT SCHOOL**

COMMUNICABLE DISEASES- The Public Health Unit lays out guidelines for when your child may attend school. If you have any questions please check the Chatham-Kent Public Health Website.

More detailed information is available from the school office or at the CKPU website: [A Guide to Common Infections](#)

### **INJURY AT SCHOOL**

Accidents and injuries do happen at school. Minor injuries will be treated by simple first aid at the school and reported to parents as deemed appropriate. In the case of a more serious injury, and all head injuries, staff will attempt to contact the parents or emergency contact persons immediately. In extreme circumstances, a student may be taken to the hospital for medical treatment. **Please ensure that the school has the current medical information, Health Card Number, and emergency contact numbers on file.**

### **LOST AND FOUND**

The Lost and Found collection is located in the student lounge. Periodically throughout the year, unclaimed items will be donated to (new)Life Thrift store.

### **(new)LIFE**

We are blessed to have New Life Thrift Store as our largest fundraising endeavor. If you have used goods and clothes please consider donating them to New Life – located at 202 Queen Street, Chatham. This fundraiser helps us purchase big items like our school buses as well as contributing about \$300,000 a year towards reducing tuition costs. If you are able to volunteer to help out in any way please contact the store by calling 519.354.5033.

### **NUT-SAFE SCHOOL**

Chatham Christian School is a Nut-Safe School. We have several students at various grade levels with life-threatening nut and peanut allergies. Students, staff, parents and volunteers are not permitted to bring peanut or other nut products into the school or onto the school bus. **This includes peanut butter, Nutella or other hazelnut spreads, granola bars, or any other foods that contain nuts, or state that they “may contain traces of nuts”.**

**REMINDE:** Remind is a private mobile messaging platform that helps teachers, students, and parents communicate quickly and efficiently. CCS uses Remind to communicate important information about school or bus cancellations.

To sign up for Remind, please contact the front office at: [office@chathamchristian.ca](mailto:office@chathamchristian.ca) If your wireless service is through Rogers or its subsidiaries you will need to download the Remind app, register, and be informed, via the app.

### **SCHOOL SUPPLIES**

Students should arrive the first day of school with binders, notepaper, pens and pencils. Textbooks and some school supplies are provided for student use at no charge. Lost or damaged textbooks and supplies will be billed to parents.

### **SPORTS**

CCHS sports teams are an extension of who we are as a school, meaning the goal is to be vibrant and dynamic but ultimately for God’s glory.

1. Students who are selected for sports teams should commit to being at every practice and game.
2. Communication with the coaches is of the utmost importance.
3. Competition is an opportunity to display depth of character in loss, but also in winning.
4. Academics will be monitored so that a student can experience success in both academic and athletic endeavours. The following guidelines are important to keep in mind:
  - a. Students must achieve a 60% average to maintain sports eligibility.
  - b. Missing/skipping school without parental consent, forfeits a student’s ability to practice or play.
  - c. Students who are suspended may not participate in any sporting event, during a suspension.

### **STUDENT DRIVERS**

Student drivers greatly assist in transporting students to sporting events. At the beginning of each season, the athletic director will send a form home with student drivers to ensure that their parents know that their child is using their vehicle for driving to school events, and also that they will be driving their classmates.

Another form will go home to the parents of students who will be driven by student drivers, so that all parents know how their children are being transported, and know who is driving. This is the opportunity for parents to express concern, or permission for their children to be driven by other students.

## **VISITORS | SECURITY**

All visitors (including parents) must report to the office when entering the building and sign in. Visitors must also sign out in the office upon leaving the building. Visitors are defined as persons not enrolled or employed at CCS. Parents coming into the school to pick up their child are asked to do so at the front office where a phone call will be made to the classroom to dismiss the child to the office.

The main door is covered by video surveillance and doors will be secured during the hours of 9 a.m. – 3:15 p.m. Entry into the school is only allowed by “buzzing in” by the office staff.

The front entry will be open for arrival and dismissal of students and after school hours during sporting or other school related events.

## **VOLUNTEERS**

Staff and students are blessed by the desire of our greater CCS community to volunteer in a variety of ways. All classroom volunteers [this includes field trip chaperones and drivers], coaches, librarians and any volunteer who will come into contact with students are required to have a valid police check on file with the office. For help to complete a check, please contact the office or the CK police department. Volunteers in the school are required to sign in at the front office.

Student Volunteerism: As outlined below in the OSSD requirements (Guidance) 40 hours of Community Service are required to receive an OSSD. Forms are available in the Guidance Office, and are tracked over a student’s 4 years at CCHS. Forms must be signed by the supervisor of the hours, and handed back in to the Guidance Office to count towards the requirement. Students may begin the hours the summer before grade 9, and must be completed before their grade 12 graduation. The earlier they are started, the more successful the experience. For further requirements, check the Course Catalogue available online at [www.chathamchristian.ca](http://www.chathamchristian.ca).

## **WORK**

We are incredibly proud of the diligent, hard-working students at CCHS. Work, however, cannot be used as an excuse to miss instructional hours, nor should it take precedence over school activities or homework. While work is important, school should be of the highest priority.

## DISCIPLINE

### CODE OF CONDUCT

All Chatham Christian School students, together with all the adults at Chatham Christian School, are expected to adhere to the following Student Code of Conduct. Students, parents, and teachers should read it and be familiar with it.

#### OUR RELATIONSHIP WITH GOD

- We will speak of God in respectful ways.
- We will encourage a close relationship with God in others as well as ourselves through Bible reading, prayer, sharing, etc.

#### OUR RELATIONSHIP WITH THOSE IN AUTHORITY

- We will be respectful in our speech and conduct.
- We will be obedient to those in authority over us, and to the rules they set out for us.
- We will not condone the disrespect displayed by others to those in authority.

#### OUR RELATIONSHIP TO OTHERS

- We will be respectful of others.
- We will address each other properly and not resort to name calling, swearing, or dirty language towards each other.
- We will respect each other's property and encourage everyone to feel included.
- We will learn to apologize when we fail and to seek God's strength to continue trying to live in fellowship.

#### OUR RELATIONSHIP TO SCHOOL PROPERTY

- We will respect school property. This includes furniture, books, equipment and building.
- We will report any damage done and volunteer to pay for damages if we are responsible.
- We will accept responsibility for the cleanliness of the school and grounds.

#### BASELINE EXPECTATION FOR ALL STUDENTS:

- a. Accomplish tasks to your individual capability.
- b. Speak respectfully to each other and all teaching and volunteer staff.
- c. Act respectfully to yourself, to other students, to property, and to authority.
- d. Be considerate. Help out. Think about others.
- e. Allow others to learn.
- f. Be safe and keep others safe.
- g. Come to school prepared.
- h. Be on time.
- i. Be present for devotions and for chapels.
- j. Be organized.
- k. Grow in your faith and in your behaviour.

#### COMPLIANCE

Student safety and protecting the learning environment are of the utmost importance to us at CCHS. When the baseline expectations are not met by students, we have a responsibility to take corrective action to have each student be safe and the environment to be healthy. In order to fulfill that responsibility, we need to suspend students, and even expel students, in order to maintain the integrity of CCHS' learning culture.

## Suspensions

Suspension will be considered whether the incident happens at school, at a school-related activity (like a field trip), or in any other circumstances where the student's behaviour has a negative impact on the school climate. This can include activities such as cyberbullying. Cyberbullying is bullying that happens through technology, like email or a cell phone.

The principal must consider suspension if students have engaged in any of the activities listed below. They include:

- Uttering a threat to inflict serious bodily harm on another person
- Possessing alcohol or illegal drugs
- Being under the influence of alcohol
- Swearing at a teacher or at another person in a position of authority
- Committing an act of vandalism that causes extensive damage to school property at the student's school or to property on school premises
- Bullying
- Any other activities identified as contrary to the mission and vision of the school

Suspensions are typically between 1-5 school days with school work assigned as well as restorative practices to repair the relational damage. At times, suspensions can be longer if the circumstances are determined to require more time to fully repair the situation. Suspensions can be served in school or out of school at the principal's discretion.

## Expulsion

If students have engaged in any of the behaviours listed below, the principal must immediately suspend them and expulsion will be considered. This will happen whether the incident took place at school, at a school-related activity (e.g. a field trip), or in any other circumstances where the activity has a negative impact on the school climate. The principal cannot expel a student but will make the recommendation to the board.

These include:

- Possessing a weapon
- Using a weapon to cause or threaten bodily harm to another person
- Committing physical assault on another person that causes bodily harm requiring treatment by a medical practitioner
- Committing sexual assault
- Trafficking in weapons or illegal drugs
- Committing robbery
- Giving alcohol to a minor
- Any other activities identified in school board policy

Cited: <http://www.edu.gov.on.ca/eng/safeschools/NeedtoKnowSExp.pdf>

## EMERGENCY SITUATIONS

We hope and pray that we never have to use these procedures in a real setting, however, preparation can only aid in safe outcomes for our community members. That's why drills, though at the time they may seem silly, are important. They develop a routine so we get used to thinking about the right things to do in different emergencies.

### **FIRE**

When the fire alarm sounds, students will quickly and quietly exit the building and proceed across the parking lot to their designated area. All students must line up with their class for quick attendance. Students will only re-enter the building following an all clear signal from the fire department (if necessary) and administration.

### **TORNADO**

In the case of an imminent tornado, an announcement will be made using the PA system. Students should proceed as with a fire drill, but to the hallway outside the gym and take the "cover" position.

### **SHELTER IN PLACE**

Shelter in place is a situation in which there is a hazard outside the school building and to leave would cause harm (downed power lines, police investigation, etc.). Students will proceed with their usual schedule, but will not be allowed to leave the building until the threat is passed. All external doors will be locked at this time.

### **LOCK DOWN**

Lock Down is a situation in which there is an imminent threat to student safety inside the building. Typically, this would be a person that is seeking to hurt people in the building. Lock down will be announced over the PA system and students and staff are to find a secure room and lock themselves in with lights off and door closed. Silence is critical in this situation and all cell phones need to be turned off. Teachers will respond when the release code phrase is used to exit the lock down situation.

### **EMERGENCY EVACUATIONS**

Anytime students need to exit the building for any emergency and are separated from others or it is unsafe to meet in the designated areas, students are to proceed to the CLAC building on the corner of Keil and Park. Shelter and communication will be provided for students there. Once students have been accounted for, high school students would need to check in with administration before they can leave.

## COMMUNICATIONS

### PARENT-TEACHER COMMUNICATIONS

Good communication between parents and teachers is vital to the quality of education which Chatham Christian School provides. Parents and teachers must communicate about student academic progress as well as about social and emotional issues. To this end, the staff communicates with parents in a number of ways: the weekly Family Newsletter, Report Cards, Parent-Teacher Interviews, phone calls, weekly email summaries through Google Classroom, and notes. Communication should never be a one-way street however, and we encourage parents to contact the teacher or the office whenever there is a question, concern, or a bit of information the school should know.

### REPORT CARDS & CONFERENCES

There are four formal reporting periods: Midterm of Semester 1 (Nov), Final marks for Semester 1 (February), Midterm for Semester 2 (April) and Final marks for Semester 2 (June). Parent-Teacher Conferences are formally offered at Midterm of Semester 1, and then as the year progresses, on an on-demand basis.

Parents are encouraged to contact their child's teacher at any time throughout the school year to set up a conference when needed. You can contact teachers, PSWs, office staff, ESL teachers, and custodians by email. All email addresses follow this format:  
firstnamelastname@chathamchristian.ca.

### HOMEWORK | GOOGLE CLASSROOM

Students are expected to follow announcements and assignments using Google Classroom. There is an option for parents to register to receive updates on classwork. This is an easy way to be aware of what is happening in your child's classes. When students miss class, there is an option for students to join the GoogleMeet online. If they are not able to join from home, they should be checking Google Classroom for missed work or assignments.

### SCHOOL NEWSLETTER

On the first school day of each week, the office sends home a school newsletter. This newsletter contains school information, a calendar of events and volunteer opportunities. Parents should diligently read the school newsletter to be fully informed about school activities.

### SCHOOL DIRECTORY

In early fall, each family is given a copy of the current school directory. At the front of the directory is a list of staff members and their email addresses. Please note that this directory is to be used solely for the personal use of our society members and is not to be used for business contacts or soliciting.



## EDUCATIONAL PROGRAM

### GENERAL INFORMATION

**MISSION STATEMENT:** Christ-centred learning in all areas of school for Christ-like service in all areas of life.

**VISION STATEMENT:** Providing vibrant and dynamic educational experiences for each student and for God's glory.

### STUDENT GOALS

The most important lessons at Chatham Christian School help our students learn to . . .

- \* recognize God's claim on every single aspect of life, and demonstrate in their actions that it is only in Christ that life has meaning,
- \* experience success and fulfillment in developing their own unique talents and abilities, encourage and celebrate that uniqueness in others, and value the feelings and well-being of others,
- \* demonstrate a solid competence in the academic skills and abilities necessary for success in high school as well as for a lifetime of learning,
- \* be able to discern right from wrong or good from evil and be committed to acting on that discernment,
- \* always choose to care for God's creation as a steward, and,
- \* most of all, have a real passion for Christ which manifests itself in a willingness to serve others and to witness to others of Christ's love.

### GUIDANCE

At CCHS, we strive to provide every student with a 4-year academic plan that suits their needs, matches their strengths, and keeps a variety of doors open for post-secondary options. Our Course Calendar contains more information about the specific courses we offer from grades 9-12. Guidance attempts to set up an appointment for each student in both semesters and keeps regular, posted office hours for drop-in meetings. Students and parents are encouraged to call or email [guidance@chathamchristian.ca](mailto:guidance@chathamchristian.ca) to ask any questions or book an appointment.

**ONTARIO SECONDARY SCHOOL DIPLOMA**

# What do you need to graduate from high school?

## 18 compulsory credits

**Students must earn the following compulsory credits to obtain the Ontario Secondary School Diploma:**

4	credits in English (1 credit per grade)*
3	credits in mathematics (1 credit in Grade 11 or 12)
2	credits in science
1	credit in Canadian history
1	credit in Canadian geography
1	credit in the arts
1	credit in health and physical education
1	credit in French as a second language
0.5	credit in career studies
0.5	credit in civics

**In addition, students must complete:**

- ✓ 12 optional credits<sup>†</sup>
- ✓ 40 hours of community involvement activities
- ✓ the provincial literacy requirement
- ✓ at least two online learning credits

**Plus one credit from each of the following groups:**

**Group 1:**

- English or French as a second language\*\*
  - a Native language
  - First Nations, Metis, and Inuit studies
- 1
- a classical or international language
  - social sciences and the humanities
  - Canadian and world studies
  - guidance and career education
  - cooperative education\*\*\*

**Group 2:**

- health and physical education
  - the arts
  - business studies
  - French as a second language\*\*
  - cooperative education\*\*\*
- 1

**Group 3:**

- science (Grade 11 or 12)
  - technological education
  - French as a second language\*\*
  - computer studies
  - cooperative education\*\*\*
- 1

\* A maximum of 3 credits in English as a second language (ESL) or English literacy development (ELD) may be counted towards the 4 compulsory credits in English, but the fourth must be a credit earned for a Grade 12 compulsory English course.

\*\* In groups 1, 2 and 3, a maximum of 2 credits in French as a second language can count as compulsory credits, one from group 1 and one from either group 2 or group 3.

\*\*\* A maximum of 2 credits in cooperative education can count as compulsory credits.

† The 12 optional credits may include up to 4 credits earned through approved dual credit courses.

**Important terms to become familiar with:**

**CCHS diploma:**

2 additional credits in core perspectives:

Grade 10 Bible HRE23

Grade 12 Religion class, HRT3M

**Academic:**

level focuses on the development of students' knowledge by emphasizing theoretical, abstract applications of the essential concepts while incorporating theoretical applications as appropriate.

Course code example: ENG2D

**Applied:**

level develops students' knowledge and skills by emphasizing practical, concrete applications of essential concepts while incorporating theoretical applications as appropriate.

Course code example: ENG2P

**Open:**

courses are designed to provide students with broad experiential opportunities such as Phys. Ed., Art, Music and Tech Courses.

-These courses are offered in grades 11 and 12 (identified by the noted letter as the fifth character of the course code):

-Course code example: AMU3O

**University Preparation:**

courses are designed to equip students with the knowledge and skills they need to meet the entrance requirements for university programs. The range and content of these courses will allow students to prepare for university programs and related careers.

- Course code example: ENG4U

**College Preparation**

These courses are designed to equip students with the knowledge and skills they need to meet the entrance requirements for college programs. The range of courses offered and the content of these courses will allow students to prepare for most college programs and related careers.

Course code example: ENG3C

**Workplace Preparation**

courses are designed to equip students with the knowledge and skills they need for direct entry into the workplace or for admission to apprenticeship programs and other training programs offered in the community.

**ALTERNATIVE CREDITS**

**Independent Learning Courses**

Because of scheduling conflicts or other circumstances, students may enroll in correspondence or online courses. Registration may be done through the guidance office. A separate fee is charged. Students who take a course to meet their mandatory load are assigned a room and class period in which to complete their work. Absence is considered a skip. Upon successful completion of the course, a certificate is sent by the online school to the school, and the course and grade are added to the student's transcript. Courses must be completed within the time offered by the alternative institution.

**External Music Credits**

The following credits may be added to the record and counted towards the diploma:

-AMX3M credit for Grade VII Practical and Grade I Rudiments of the Royal Conservatory of Toronto or Grade VII Practical and Grade III of Conservatory Canada, London.

-AMX4M credit for Grade VIII Practical and Grade II Rudiments of the Royal Conservatory of Toronto or Grade VIII Practical and Grade IV Theory of Conservatory Canada, London.

Certificates must be brought to the office. Both marks are averaged to calculate the final grade. Credit may also be given for music certificates received from other conservatories as per the Ministry of Education policy statement, PPM133.

**Equivalency Credits:**

Equivalency credits are recorded on the Ontario Student Transcript with the course code EQV. The abbreviation EQV is used instead of a percentage grade when equivalent credits are recorded. All requests for equivalent credit will be made at the time of enrolment.

**Co-operative Education**

Co-operative (co-op) education is an experiential form of education that integrates academic study and workplace experience. It is a partnership between education, business and industry that involves students, teachers, parents and employers. The students, together with the teacher and employer, design a program that allows the students to deepen his or her knowledge of the particular industry while acquiring some basic employment skills. The program allows students to explore career possibilities, gain valuable work experience and improve qualifications for future employment. Every co-op placement is unique to the student.

**Grading and Promotion**

The manner in which marks are assigned to student work is complex and varies with the type of subject. Grades may be interpreted as follows:

- 90 - 100% - work of outstanding quality (A, A+)
- 80 - 89% - very good work (A-, A)
- 70 - 79% - average work; meets expectations (B-, B, B+)
- 60 - 69% - below the school average (C-, C, C+)
- 50 - 59% - borderline pass (D-, D, D+)
- under 50% - failure (F-, F, F+)
- I - incomplete work; must be completed by the time reports are distributed

**Grade 9 Course Overview**

Compulsory Credits	Code	Optional Credits	Code
English	ENG1W	Music - Instrumental	AMU1O
Mathematics - Principles of Mathematics or - Foundations of Mathematics	MTH1W	Visual Art	AVI1O
Geography	CGC1D		
Health & Physical Education	PPL1O		
French	FSF1D		
Science	SNC1W		
Tech Design	TIJ1O		

### Grade 10 Course Overview

Compulsory Credits	Code	Optional Credits	Code
English (Academic or Applied)	ENG2D/P	Visual Art*	AVI2O
Mathematics - Principles of Mathematics or - Foundations of Mathematics	MPM2D MPM2P	Music - Choral - Instrumental	AMV2O AMI2O
Bible	HRE23	Health & Physical Education	PPL2O** PPL3O*
Career Studies - 0.5 credit Civics – 0.5 credit	GLC2O CHV2O	French	FSF2D
		Transportation Technology	TTJ2O**
Science (Academic or Applied)	SNC2D/P	Hospitality and Tourism	TFJ3C*
Canadian History (Academic or Applied)	CHC2D/P	Construction Technology	TCJ2O

### Grade 11 Compulsory Courses

Compulsory Credits	Code
English (University or College)	ENG3U/C
<b>Mathematics:</b> 1 credit from: - Functions and Relations - College Math	MCR3U MBF3C

### Grade 12 Compulsory Courses

Compulsory Credits	Code
English (University or College)	ENG4U/4C
Religious Studies	HRT3M

**Grade 11 & 12 Electives**    **\*\* offered every other year – even years**  
**\* offered every other year – odd years**

Elective Courses can be taken by students in grade 11 and 12 (with the exception Calculus/Vectors and Advanced Functions) and only run when there is sufficient enrollment of students in that particular course.

Optional Credits	Code	Optional Credits	Code
<b>Science:</b> - Biology 11/12 - Chemistry -11/12 * - Physics -11/12** - Environmental Science 11** - Physics*	SBI4U SCH3U/4U SPH3U/4U SVN3M SPH4C	<b>Mathematics:</b> - Calculus and Vectors (Gr. 12) - Advanced Functions (Gr. 12) - Foundations for College Math** - Data Management **	MCV4U MHF4U MAP4C MDM4U
Co-operative Education up to 4 credits	COP3X COP4X	<b>The Arts:</b> Art  Music - Choral - Band	AVI3O/4M  AMU3O/4M AMI3O/4M
<b>Physical Education</b> Healthy Active Living Intro to Kinesiology* Recreational & Fitness Leadership**	PPL3O/4O PSK4U PLF4M	<b>French</b> Grade 11 Grade 12	FSF3U FSF4U
<b>Business Studies:</b>  Entrepreneurial Studies **	BDI3C	<b>Technological Education:</b> Hospitality & Tourism * Construction Technology Transportation Technology	TFJ3C TCJ3E/4E TTJ3C**
<b>Canadian and World Studies:</b> World History to the End of the Fifteenth Century* World History since the Fifteenth Century**  World Issues: A Geographic Analysis**	CHW3M  CHY4U  CGW4U	<b>Social Science and Humanities</b> Intro to Sociology, Psychology, Anthropology**  Philosophy: The Big Questions*  Challenge and Change in Society*	HSP3U  HZB3M HSB4U
<b>English:</b> English as a Second Language Media Studies Presentations and Speaking Skills	ESLD/EO EMS3O* EPS3O		

## SPECIAL POLICIES

### COMPLAINT PROCEDURE | DISPUTE RESOLUTION

From time to time, parents and teachers may disagree about matters related to schooling. When this occurs, the following procedures must be followed.

1. Talk to the teacher first.
2. If the issue cannot be resolved, a meeting with the principal should be arranged.
3. Should the matter remain unresolved, the principal can advise you regarding the next step:
  - a) If it is a curriculum matter, it can be referred to Principal or Vice-Principal.
  - b) If it is not curricular, the Grievance Committee may receive the referral.
4. In all cases, and at each step in the process, it is important for all parties to approach disagreements fairly and in Christian love; in this way healing and restoration can take place.

### TRANSPORTATION

#### TRAFFIC FLOW PLAN

Morning:

1. Buses and other vehicles are allowed in the front circle driveway to drop off students.
2. When the buses arrive, they will unload in the front circle driveway. They will be un-loading in the centre of the lane to prevent vehicles from passing. Vehicles may not pass buses.
3. Buses may not pass vehicles in the front circle driveway. Buses will merge with vehicle traffic.
4. For safety reasons, vehicles unloading in the front circle driveway must unload from the curb (passenger) side of the vehicle.
5. Vehicles may unload in the parking lots in parking spots, not in the centre of the parking lot. Please escort the younger children across the parking lot for their safety, as other vehicles are coming and going.
6. Vehicles are not to be left unattended in the front circle driveway.

Afternoon:

1. Buses and other vehicles are allowed in the front circle driveway to pick up students.
2. Buses will be parked in the front circle driveway, in the centre of the lane as far north (H.S. side) as possible. Vehicles may not pass the buses.
3. Vehicles may line up in the front circle driveway behind the buses to pick up students.
4. For safety reasons, vehicles loading in the front circle driveway, must load from the curb (passenger) side of the vehicle.
5. Vehicles may carefully pass other vehicles (not buses) in the front circle drive.
6. Vehicles may load in the parking lots in parking spots, not in the centre of the parking lot. Please escort the younger children across the parking lot for their needed safety, as other vehicles are coming and going.
7. Vehicles are not to be left unattended in the front circle driveway.
8. Students riding the buses are dismissed at 3:20 and non-bus students are dismissed at 3:25.

## **BUS BEHAVIOUR**

School transportation is a privilege that entails certain responsibilities. Since the purpose of the bus is to provide safe, comfortable transportation to and from school, any student whose behaviour threatens the comfort and safety of anyone will lose the privilege of using the bus. According to provincial law, every pupil is responsible for his or her conduct to the principal of the school that pupil attends while travelling on a school bus. Repeated infractions will result in a suspension of bus privileges.

At the start of each year, every family will be provided with a Code of Conduct which will include:

### **School Bus Rules**

- All riders remain seated when the bus is in motion.
- Keep head, hands, and arms inside the bus.
- All riders shall remain in the seat assigned to them.
- Pushing, fighting, and obscene language are forbidden.
- Bus riders will not litter the bus with food or other debris.
- Be at the bus stop at the scheduled times and follow the proper procedures for crossing.
- The bus driver may re-assign seats if deemed necessary.
- Students must remain seated until the bus comes to a complete stop.
- Students must enter the bus in a single file.

## **FUNDRAISING**

Fundraising helps keep tuition down! Chatham Christian School raises money for a number of special causes. Some of the fundraisers and their purposes include:

Annual Auction and Golf Tournament, Apple Pies & Apple sales, Bake Sales, etc.; money raised at these events goes toward the general fund, the Tuition Assistance Fund, sports fees, to pay for special student activities, etc.

**PERSONAL FUNDRAISING-** the high school offers many opportunities for travel. With that in mind, we welcome your ideas for fundraising, as it adds an exciting dynamic to our school to have lots of different activities and/or food options available. So that the year is spaced well, we ask that all ideas be approved by Mrs. Bergsma (amybergsma@chathamchristian.ca) or Mr. VanMinnen (kenvanminnen@chathamchristian.ca). We will be working together to make sure that there is not too much going on at any one time, and that the fundraising ideas are a good fit for our school and community. If your child and a friend work on a project alone together, they will be allowed to keep the money for their trip. If the idea is for the entire grade, then the money will be split between all members of the grade.

### **T.R.I.P. (Tuition Reduction Incentive Program)**

T.R.I.P. is an exciting opportunity to raise significant funds for the school. It is a gift card fundraising program that works while you shop. It harnesses the buying power of the school supporters to raise funds effortlessly. Everyday purchases can generate earnings for the school simply by using gift cards purchased from the school for payment of your purchases instead of credit card, debit card or cash.

The main purpose of T.R.I.P. is to raise the necessary revenue for the annual needs of the Computer Operating Fund at Chatham Christian School. More information about this program is available at the office.

## **CONSUMER PROTECTION**

Chatham Christian Schools requires a Police Security Check for all teachers, for all staff, and for all volunteers who have contact with and responsibility for children. [see FIELD TRIPS & VOLUNTEERS for more information] Parents can find consumer protection information at the Ministry of Consumer and Business Services website ([www.cbs.gov.on.ca](http://www.cbs.gov.on.ca)) or by phoning 1-800-889-9768.



## CHATHAM CHRISTIAN SCHOOLS PRIVACY POLICY

### Policy Statement

Chatham Christian Schools respects the right to privacy and is committed to upholding the confidentiality and security of personal information. We have developed practices to ensure this commitment is carried out in a responsible manner. Chatham Christian Schools collects, retains, and discloses certain personal information in order to provide the best Christian education possible. To protect your privacy, we are committed to honoring the following principles:

#### 1. Accountability

At Chatham Christian Schools the principal is responsible for implementing the privacy policy for staff, students, and parental/guardian contact. This information will be kept in a locked filing cabinet and/or will be protected by a password on office computers. With respect to parents and society members, this responsibility has been given to the business administrator. This information will also be locked in a secure place and password protected if in electronic format.

#### 2. Identifying Purposes

The purposes for which personal information is collected will be identified before or at the time of the collection of the information.

#### 3. Consent

Based on the reasons provided for collecting personal information, each individual's consent will be obtained for the collection and disclosure of that information.

#### 4. Limiting Collection

Personal information collected will be limited to that which is necessary for the purposes identified.

#### 5. Limiting use, disclosure and retention

Personal information will only be used and disclosed for the purposes for which it was collected and for which consent has been obtained. Personal information will only be retained for as long as is necessary for the fulfillment of these purposes.

#### 6. Accuracy

Personal information shall be kept as accurate, complete, and up-to-date as is necessary to fulfill the purposes for which it is to be used.

#### 7. Safeguards

Personal information will be protected by appropriate safeguards to prevent unauthorized access or uses.

#### 8. Open Policy

Chatham Christian Schools will readily make available its policies and practices regarding the protection of personal information.

#### 9. Individual Access

An individual has the right to access files containing personal information, and may challenge the accuracy and completeness of the information. Incorrect or incomplete information will be promptly corrected or deleted.

#### 10. Questions and concerns

Please contact the principal or the board chair if you wish to discuss our policy and procedures relating to the protection of personal information.

Definition:

"personal information" is defined very broadly in the PIPEDA as, "any information about an identifiable individual except the name, title, business address and business phone number of an employee."

"Personal information" therefore, includes an individual's home address, gender, age, ethnic origin, race, ID numbers, financial and credit information, personal health information, consumer preference information, religious affiliations, donation history, travel history, personal habits, personal interests, and personal history. (From *Fasken Martineau Client Notice* – April 2003.)

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